



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	January 6, 2011	<b>Closing Date:</b>	January 13, 2011
<b>Job Title:</b>	Juvenile Assistant	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	074759	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Prince George's County Upper Marlboro, Maryland	<b>Grade/Entry Salary:</b>	J06 \$28,372 - \$33,618 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	No

### **Regular State employees subject to promotion/demotion policy**

**Essential Functions:** Receives, reviews and processes juvenile case documents. Maintains case files by entering records of case documents as they are received using a computer. Interprets court orders and takes necessary actions: types, processes and distributes summonses, writs, judgements, and satisfactions and forwards documents to appropriate offices. Responds to inquiries regarding case information and Clerk's office procedures. Assesses and/or collects court costs. Prepares cases for court, reviews and organizes case files, verifies defendant location and notifies necessary parties of critical action.

**Education:** High School Diploma or GED.

**Experience:** Minimum of one year of related experience.

**Skills/Abilities:** Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to apply job related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, appropriately complete forms and appropriately provide information to customers. Ability to verify comments and notations and record essential information. Ability to use basic arithmetic computation and make change. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data input test, not to exceed 5 minutes each.

**Please submit a Maryland Judiciary Employment Application (unsigned applications will not be accepted). You may also include with your application, a cover letter and resume. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Circuit Court for Prince George's County  
14735 Main Street, Room D1002  
Upper Marlboro, MD 20772-9987  
ATTN: Marilynn Bland, Clerk of Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**